



Mr Andrew Lyons  
9, Greenways Crescent  
Ferring  
BN12 5EF

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning General Enquiries  
Tel: (01903) 737756 Fax: (01903) 730442  
Dx: 57406 Littlehampton  
Minicom: 01903 732765  
e-mail: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: FG/101/19/HH**  
**Your Ref:**

**Please ask for:**  
**Sian Eggington**  
**0121 2341390**

Dear

11th September 2019

**Town & Country Planning Act 1990 (as amended)**  
**Town & Country Planning (Development Management Procedure) (England) Order 2015**  
**Application for Planning Permission for Works or Extension to a Dwelling**

**Development** Loft conversion works including provision of two dormer windows to the front elevation and one dormer to the rear elevation. The provision of an enclosed porch to the front elevation. Re-roofing remainder of property and replacement of soffits, fascias and guttering.

**Location** 9 Greenways Crescent Ferring

Thank you for your recent application which I received on 5th September 2019. It is being validated by Sian Eggington who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Block Plan

You are required to include dimensions from the proposed porch to all site boundaries.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>  
If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **25th September 2019** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther  
Group Head of Planning